

ADMINISTRATOR'S VERIFICATION FORM

This form should be completed by the administrator who participated in the Exploring Education Administration Careers Competition. The contestant will submit the completed form with the other competition entry documents.

ABOUT THE CONTESTANT


Contestant's Name: Sophia Urias
Contestant's School: Empire High School

ABOUT THE ADMINISTRATOR

Administrator's Name: Lainie Kitzmiller
Administrator's Job Title: Assistant Principal
Name of Education Institution: Empire High School
Total number of job-shadowing hours contestant completed: 8 hours

Dates during which job shadowing took place:

January 11 (6:50-7:50 pm) January 15 (9:40-12:40 pm)
January 12 (8:40-10:40 am) (6:15-7:15 pm) January 24 (8:40-9:40 am)

 Kitzmiller
Administrator's Signature

1-28-14
Date

Interview Date: 23 January 2014

1. Where did you go to college?

I went to the University of Arizona and did the Vail cohort program through Northern Arizona University.

2. What degrees do you hold?

I have a BFA in Art Education and a Masters of Education in Educational Leadership.

3. Do you hold any certifications or licenses? If so, what are they?

I have an administration certification, which I took a test for from the Department of Education. I am also certified to teach Art and English in the middle grade levels.

4. How long have you been an administrator?

This is my third year at Empire and my first administration job.

5. What education jobs have you had before becoming an administrator?

I taught art for seven years at Desert Sky Middle School.

6. What is the greatest challenge you face as an administrator?

I like challenges so I don't look at them as negative. But making sure what you're doing what's best for the kids and being able to reflect on that, as well as forming those relationships with the staff and students.

7. What are some of your responsibilities as an administrator?

Evaluating teachers and providing support to new teachers. Being able to ease those new teachers into the classroom. Discipline, but luckily there are good kids at this school so it doesn't take up to much time. I supervise of the special education, program and attend IEP meetings as an administrative representative. I am also the "principal" of the Ventana program and I oversee that program.

8. What skills are vital to have in order to be successful in an administrative position?

I think listening is the most important. In this job you listen to teachers and parents and for them to know you are there to listen is important. Organization, I have lists and calendars that I have to keep track of. Also having a balance between principal and vice principal is really important. Honesty, to be honest with with teachers and giving honest genuine feedback. Being kind and friendly with students but also holding your ground.

9. What are some of your goals as an administrator?

My big goal outside of Empire is open a Fine Arts magnet school for the middle and high school grades. It would have fine arts such as performing, music and art. Having at least one place in the district to have a solid art program that couldn't be touched. Here at Empire my goal is to reflect. Things like what do we do to help kids in their next step after high school. Things like how to find a college and financial aid. To better our way of doing that is my goal. Helping them to find those options and pathways.

10. How do you build relationships with the students?

Having conversations and getting to know them. Different now that the school is bigger it's important to build that trust and relationships. Going to events and talking to them in class. Recognizing students accomplishments and always looking to do better.

11. How did you get into the administrator position?

Totally by chance! I finished my degree at the U of A and never thought I would be a principal. When the budget was shaky the art classes were at risk so I looked at the vice principal job at Empire. Having a previous relationship with the staff at Empire also helped me get into the job. I had shadowed the vice principal at the time and met with the students. After the first

interview I wasn't sure if it would be a right fit for me. But once I got the second interview and I had got the job I was more sure of coming into the new position.

12. What have been the highlights in your career this far in your position?

Getting to where I am now and working hard to get here. Coming to Empire and having the reteach programs being so successful. Credit recovery program that helps students with getting back on track.

13. How do you help and support the staff?

It depends on what their needs are. Getting to know them and learning their balance. Making sure you send those positive emails and notes to teachers and staff. We have STAR which is a recognition program where each week there is a new group. It's important to recognize them and what they do :)

14. When doing classroom/teacher observations what do you look for?

It's different for each teacher. They are all in different places. The pre assessment is when I ask the teacher for what I should be looking for during the assessment. Organized and orderly. What's expected of students. If they're challenged and engaged. If they're successful that's all that matters.

15. What is your vision for Empire High School?

We provide tools for students to be successful after high school. This is whether it is educational or social. Getting involved and building relationships with students and staff. Though we are doing a good job there is always room for improvement.

Sophia Urias
Empire High School
Exploring Education Administration Careers
25 January 2014

This past week I had the opportunity to shadow my Assistant Principal Mrs. Kitzmiller. Throughout this past week I have learned some the responsibilities she has as an administrator. Things such as going to information nights for incoming freshmen, handling concerns of the teachers, and helping some of the seniors and their progression from high school into college. This week I was able to participate in a classroom observation for a first year teacher and saw how Mrs. Kitzmiller supported her by giving advice and helping with the transition into the classroom. Not only this but I also saw how she had listened to a teacher's concern with leaving school early for a matter outside of school. I think that Mrs. Kitzmiller does an extremely good job advising her staff and helping them with their personal matters. She truly is a friend to the staff and still is able to maintain professionalism. During the interview portion of my shadowing Mrs. Kitzmiller had also told me about a program called STAR that recognizes teachers for their accomplishments. At Empire High School there are about 750 students and only one assistant principal. Mrs. Kitzmiller was telling me how just by going to school events such as plays or games she is able to start building relationships with those students. She was telling me though that she wishes that she could recognize more students for birthdays and other major accomplishments. Being an assistant principal is hard work and though this career is vital to the school system it is not for me. I do not think that I would be successful because I could not handle the stress that she endures on a day to day basis. Though this would not be a career for me I have certainly learned a lot from shadowing Mrs. Kitzmiller. I think it is cool how she never thought she would become an administrator and now she is in her third year as an assistant principal. I have gained a new respect for her because of all the things she does for her school and students.